

3 March 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Weekly Report

\* 1. The Intelligence Training Division of the Office of Training and Education and the Directorate of Intelligence's Office of Global Issues co-sponsored the second symposium on Critical Economic Issues on 23 - 24 February. The 23 February session in the Headquarters Auditorium focused on The Wall Street Crash: World Economy on the Brink? A smaller group met the following day for discussions of New Economic Realities: The Threat to U.S. Security. [redacted]

**SECRET**

**Page Denied**

Next 1 Page(s) In Document Denied

1 March 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report

*of the Office of Training and Education*

✓  
\* 1. The Intelligence Training Division and the DI's Office of Global Issues cosponsored the second Symposium on Critical Economic Issues on 23 - 24 February. The 23 February session in the Headquarters Auditorium focused on The Wall Street Crash: World Economy on the Brink? A smaller group met in 1A07 Headquarters the following day for discussions of New Economic Realities: The Threat to U.S. Security. Robert R. Glauber, Executive Director of the President's Task Force that investigated the 19 October crash, argued that the crash resulted from a small number of trading firms engaging in automatic "program trading strategies"--not from economic problems with the U.S. or world economies. Jason Benderly, Director of Economic Research for the Wall Street investment bank, Goldman Sach & Co., responded that while internal market dynamics certainly exacerbated the decline, the stock market was a good indicator of what's in store for the economy about nine months from now--just in time for the election. He was decidedly bearish.

Highlights of the second day included a discussion of the U.S. debtor status by Stephen Marris, of the Institute for International Economics. Marris argued that the U.S. should not fear foreign investment; he noted that European economists, who had long feared the ill-effects of U.S. investment on their economies, have concluded that the net effect was positive. Senator Bill Bradley of New Jersey, proposed his formula for Third World debt relief, arguing that the world financial system was still on shaky ground. Nevertheless, he believed there were some positive signs emanating from Latin America in the form of improving export performance and a declining burden of debt. Norman Bailey, formerly from the National Security Council, disagreed with both speakers, and raised his own concern that growth of the underground narcotics industry and trade in Latin America would become a major national security issue for the United States in the 1990s.

25X1 2.  of the Technology Transfer Assessment Center, OSWR, addressed the Soviet Intelligence Services Block on 29 February. He offered a comprehensive examination of Soviet efforts to acquire U.S. technology, Soviet successes in military-related fields, and U.S. efforts to monitor and counter Soviet activities.

25X1  
25X1

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT: IT Weekly Report [REDACTED]

25X1 3. [REDACTED] SOVA, spoke to the Soviet Foreign Policy Block  
25X1 on "Afghanistan" on 29 February. After summarizing Russian interest in  
25X1 Afghanistan since the 19th century, [REDACTED] addressed the crucial  
25X1 question of whether Moscow under Gorbachev's leadership is willing to  
withdraw military within the next several months. [REDACTED] is convinced  
that the Soviets, for both domestic and international reasons, are  
anxious to leave. The Moscow leaders recognize that a bloodbath could  
occur among the several ethnic and political factions, but unless their  
Afghan Communist allies are threatened with extinction or Soviet Central  
Asia seriously endangered he believes it unlikely that the Soviet Union  
25X1 would invade again.

[REDACTED]

CONFIDENTIAL

1 March 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]

Chief, Secretarial, Administrative, and  
Communications Training Division

SUBJECT: Weekly Report

*the Professional Development Program  
I and II*

25X1 1. [redacted] instructors in Communication Training  
Branch, met with officers of the National Photographic Interpretation Center  
(NPIC) on 23 February to discuss plans for a writing workshop to be held 21-22  
25X1 March. The two-day workshop is to be designed for videoscript writers at  
NPIC. [redacted]

25X1 2. The Secretarial Training Branch is providing a special running of the  
Employee Development Course [redacted] from 1-4 March. [redacted]

25X1 4. A dedicated running of the Gregg Shorthand Refresher Course, will be  
25X1 held [redacted] for OD&E secretaries from 1 March to 29 April. Fourteen  
students have registered for this class. The course will be held twice a week  
for two hours and will be taught by [redacted] a contractor.

5. As of this date, four scripts, Modules I through IV, which will be  
used in the self-study secretarial training center, have been given to Media  
Production Branch for videoscript revisions.

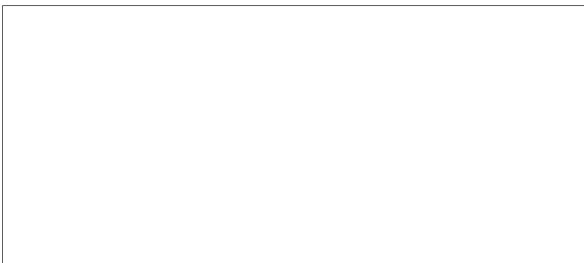
*OTE's ✓*

*secretaries from*

TSD WEEKLY

1. OTE is scheduled to run 74 courses for 93 runnings -- a record high -- during the month of March. During February, 53 courses for 65 runnings were conducted.

STAT



CONFIDENTIAL

29 February 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]  
Chief, Leadership Development Division  
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 1. [redacted] participated in the panel on ethics for  
25X1 the CTDC on 25 February. [redacted] made some initial remarks on ethics for  
intelligence officers and then the class was divided into five groups for  
discussions of specific cases. A senior OTE staff member acted as discussion  
leader in each group. The session went quite well, but the staff held a post  
mortem at the end of the day to review what went on in each group and make  
recommendations for improvement. These ideas have been passed on to C/CTD  
25X1 for implementation into subsequent classes. [redacted]

25X1 2. In response to a DDCI directive, [redacted] is preparing a series  
25X1 of brief case studies drawn from the new [redacted] to be used in the upcoming  
Midcareer Course. He is selecting cases which apply principally to the  
Agency in the overseas environment (since this is the focus of the new  
regulation, as well as of EO 12333), but he is also including situations  
which apply to the Directorate of Intelligence and other Agency components.  
He is being assisted in the preparation of the cases by an attorney serving  
25X1 in DO/PCS who happens to be a student in the next Midcareer Course. [redacted]

25X1 3. Enrollment in the Management Electives program is up sharply.  
"Managing Change for Managers" workshop ran on 26 February with 21 students  
and an full enrollment of 28 students has been confirmed for the upcoming  
25X1 "Achieving Sustained High Performance for Managers" elective. [redacted]  
who also teaches the "Negotiation Skills for Managers" elective, chairs the  
latter seminar. Quality is consistently high in all of the electives with no  
25X1 major modifications planned for the near future. [redacted]

CONFIDENTIAL

## CONFIDENTIAL

SUBJECT: LDD Weekly Report

25X1 5. "Resource Management in CIA: Issues for Senior Executives," an  
 25X1 elective seminar for executives, is scheduled for 16 March with a full  
 enrollment of 24 plus 32 alternates. [ ] Deputy Comptroller, has  
 been approached about scheduling an additional running during the  
 summer. [ ]

25X1 6. Executive Seminar #11, held 22-24 February, was attended by 22 newly  
 promoted SIS officers representing all directorates and the DCI area. A  
 precourse meeting with the DCI was held on 19 February. At that time, the  
 Director gave his views on executive leadership as well as his goals for the  
 Agency. During the course, senior managers who addressed the seminar were  
 characteristically open and candid in their remarks which resulted in  
 productive exchanges of ideas and perspectives on wide-ranging topics.  
 25X1 Accessibility to senior managers and the interaction between participants  
 continues to be important outcomes of the course. Both [ ]  
 25X1 reported this running to be very successful in accomplishing the stated goals  
 of the seminar. [ ]

25X1 7. [ ] LDD's newest instructor, received his baptism under  
 fire on 23-24 February when he presented segments on Conflict Resolution to  
 the CTDC. Bryce was well prepared and obviously enjoyed giving the  
 presentation; this feeling was reciprocated by the students who were  
 attentive and actively participated in the class discussion. Bryce's  
 presentation was videotaped, as he is in the process of receiving his OTE  
 25X1 certification, and will be reviewed by the LDD management team. [ ]

25X1 We have continued to press for a commitment from the DO for a May 88  
 25X1 running, largely in our discussions with [ ] Chief, DO/CMS. (There  
 25X1 has, as yet, been no replacement named for [ ] the DO Training  
 Officer who retired in December 87.) [ ] said he would canvass the  
 divisions once again but said he found the divisions reluctant to expend  
 25X1 funds and time on "non-operational" activities these days. [ ]

25X1 In the meantime, we are sounding out [ ] Support on the  
 availability of suitable accommodations for us to hold two weeks training  
 there in May as planned. If space is available - and we expect an answer  
 shortly - we will solicit student candidates by cable from DO and any other  
 field components who may be interested. Although late May edges close to  
 25X1 field turnovers and reassignments, we believe there would be enough students  
 to fill two runnings of the course. [ ]

CONFIDENTIAL



CONFIDENTIAL

25X1 SUBJECT: LDD Weekly Report

25X1 10. LDD staffers----met with  
25X1 contractors on 1 March 88 to review the Leadership Styles and Behavior course  
25X1 design. Contractors, have done a super  
job of reviewing and updating the course--including exercises and feedback  
instruments. Ann and Pat walked the LDD staffers through each day of the  
course discussing major substantive segments and exercises. Also discussed  
was the contractor's obligation to train and develop OTE staff instructors  
assigned to the course. The initial running of LS&B is set for 18-22 April.  
25X1 LDD is tentatively scheduling ten runnings of LS&B in FY-89, because of the  
anticipated demand for this course.

CONFIDENTIAL

MEDIA WORKSHOP

DATE: Thursday, 7 April 1988  
TIME: 0900 - 1200  
PLACE: Room 816 C of C

This Workshop is designed for employees who want to become more confident and more effective with Media.

Members of the Media Production Branch will hold a half-day workshop for Training Assistants and other interested employees.

Participants will be briefed on the use of media and will be given hands-on training in classroom equipment. Each person will then be asked to put together a five minute presentation using three different types of media. Materials will be provided.

STAT  
STAT

Registration Deadline: 24 March 1988.

to OTE Training

Officer, 1015 C of C.

STAT

Career Management Officer

**Page Denied**

Next 4 Page(s) In Document Denied

CONFIDENTIAL

29 February 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]  
Chief, Language Training Division

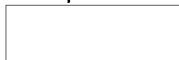
SUBJECT: Language Training Division Weekly Report

25X1 1. Chief, Computer-Based Training [redacted] and three LTD  
25X1 instructors [redacted]  
attended the fifth annual conference of CALICO 23-27 February 1988 in Salt Lake City, Utah. The Computer - Assisted Language Learning/Instruction Consortium (CALICO) attracted participants from around the world. Only pilot versions of new courseware were presented since members are only now becoming more aware of the importance of making design drive technology, and not vice versa, as was the case some years ago. Interest has also shifted from traditional CAI courseware to interactive video, and educators are finding that IAV courses are extremely time consuming to create. One of the highlights of the conference was the keynote address by Peter Fairweather of WICAT Systems, who predicted a complete change in technology-delivered instruction with the advent of neural processing. He said that neural processing will finally make speech recognition happen.

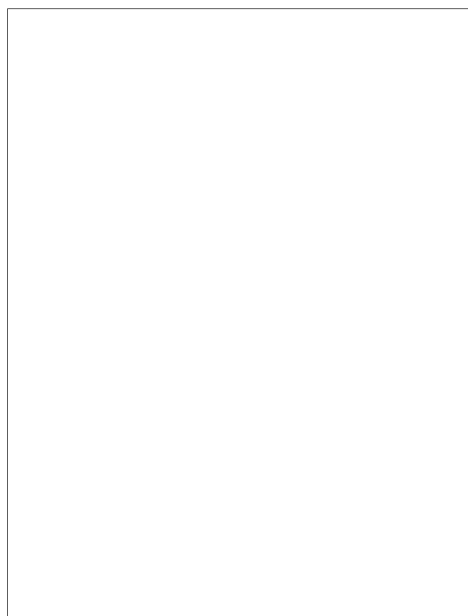
25X1 [redacted] also visited Brigham Young University to look at Ticcit  
foreign language courseware. The possibility of collaboration between BYU and LTD was discussed: both BYU and LTD have several BBC series on videodisc. BYU has programmer resources and LTD designer resources. A collaboration might prove mutually beneficial. The question requires  
25X1 further exploration. [redacted]  
25X1

There were 16 reading and 16 oral proficiency tests the past week compared to 12 reading and 13 oral proficiency tests the previous week.

25X1



25X1



CONFIDENTIAL

1 March 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Acting Director, Center for the Study of  
Intelligence

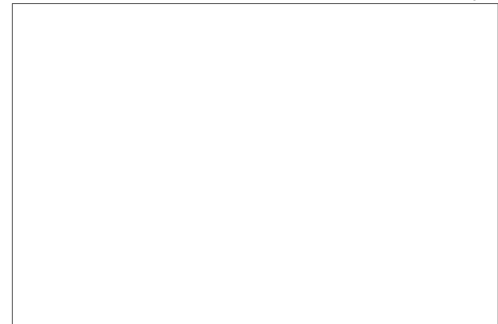
SUBJECT: Weekly Report/CSL *attas*

STAT *no* ✓ Thirty-two students in the National War College's Intelligence and the National Security Process seminar spent the afternoon at CIA on 24 February 1988. They received briefings on the intelligence product and counterterrorism initiatives from [redacted] respectively. ADDS&T Jim Hirsch provided the final briefing of the day on the activities of the Directorate of Science and Technology (U)

STAT *no* ✓ Dr. Elie Wiesel's office called on 29 Febauary 1988 to acknowledge the Director's invitation to participate in the Guest Speaker Program during 1988. Dr. Wiesel would like to do the talk and will be available later this year. They will call back the week of 14 March to propose specific dates. Dr. Wiesel's topic will be "Human Rights and Dignity." (U)

STAT [redacted] work on the oral history of the Church-Pike Committee years, 1974-1976 continues. Most of the taped interviews are currently being typed or revised. Much time is consumed in editing the first versions of the typed transcripts. Depending on the length and quality of the tape and on the skill of the transcribers, the initial editing process can take [redacted] from 2-4 days each. We are constantly seeking additional typing and editing help for this project. (U)

STAT Five more interviews remain to be done -- William Colby; [redacted] Jim Taylor; Brent Skowcroft; and General Vernon Walters. (U)



**CONFIDENTIAL**

Administration Division Weekly  
22-26 February 1988

Conferencing

DI Management Conference for 25-26 February was rescheduled for 24-25 March and later cancelled because of conflict with new ADDI calendar.

25X1 Special conference scheduled for CI Staff/FBI 5-6 April at specific request of C/CI and [ ] which involved rearranging another group.

25X1 Conference scheduled for Air War College 27-29 June [ ] DDCI and D/OTE will be guest speakers.

Space

Gave NHBO approval to proceed with design and fit-up costs for computer classrooms in NHB.

25X1 DC/AD, EXO, and Plans Officer submitted Part 3 of Preliminary Program Requirements to RPO, which included rating the importance of support elements considered essential to the "on-site" operation of the [ ]

Miscellaneous

Arranged for interactive video demonstration by Performax on 22 February which was attended by approximately 20 OTE employees.

Training Selection Board

Discussed Agency quota changes with Dean of Academics for Navy War College -- CIA cut to one for Senior Class, keep one for Junior Class.

Prepared nomination letter to FSI for Economics and Commercial Studies Program.

Security

Attended a presentation by Safety Division/QMS on 24 February re the responsibilities of Safety Officers. Also attended the Area Security Officer meeting on 24 February.

Received security approval to purchase the FM Tour Guide System for Defense Industries Courses.

**CONFIDENTIAL**

**CONFIDENTIAL**Budget and Finance

25X1

DC/B&F traveled to [ ] February to help close out the financial records with the departing disbursing assistant.

C/B&F spoke with the Division Chiefs regarding resource needs for the remainder of the fiscal year.

DC/B&F attended "Image and Communication Skills for Women" on 26 February.

Personnel

25X1

C/PB has had several counseling sessions this week with managers concerning problem employees.

On 25 February, C/PB held biweekly with D/OTE.

Received a total of 10 Trimester Award recommendations which will be reviewed at the SPB on 2 March.

25X1

Continued the processing [ ]

Panel Support:

- Continued preparation for the GS-07/08 LIP and the GS-07/08 General Annual Panels.
- Started preparation for the GS-13 Semi-Annual Panel.

Check-outs:

25X1

	RecordsAdmin	AD/RS	GS-11	02/26/88	Rotate Out
	RecAdmin-Instr	WOTD/OB	GS-10	02/26/88	Rotate Out

Logistics

25X1

Drawings for showers submitted to Dominion Management for bids.

Hung whiteboards in 1st floor classrooms.

**CONFIDENTIAL**



**CONFIDENTIAL**

Administration Division Weekly  
22-26 February 1988

Conferencing

DI Management Conference for 25-26 February was rescheduled for 24-25 March and later cancelled because of conflict with new ADDI calendar.

25X1 Special conference scheduled for CI Staff/FBI 5-6 April at specific request of C/CI and [ ] which involved rearranging another group.

25X1 Conference scheduled for Air War College 27-29 June [ ] DDCI and D/OTE will be guest speakers.

Space

Gave NHBO approval to proceed with design and fit-up costs for computer classrooms in NHB.

25X1 DC/AD, EXO, and Plans Officer submitted Part 3 of Preliminary Program Requirements to RPO, which included rating the importance of support elements considered essential to the "on-site" operation of the [ ]

Miscellaneous

Arranged for interactive video demonstration by Performax on 22 February which was attended by approximately 20 OTE employees.

Training Selection Board

Discussed Agency quota changes with Dean of Academics for Navy War College -- CIA cut to one for Senior Class, keep one for Junior Class.

Prepared nomination letter to FSI for Economics and Commercial Studies Program.

Security

Attended a presentation by Safety Division/OMS on 24 February re the responsibilities of Safety Officers. Also attended the Area Security Officer meeting on 24 February.

Received security approval to purchase the FM Tour Guide System for Defense Industries Courses.

**CONFIDENTIAL**

**CONFIDENTIAL**Budget and Finance

25X1

DC/B&F traveled to [ ] February to help close out the financial records with the departing disbursing assistant.

C/B&F spoke with the Division Chiefs regarding resource needs for the remainder of the fiscal year.

DC/B&F attended "Image and Communication Skills for Women" on 26 February.

Personnel

25X1

C/PB has had several counseling sessions this week with managers concerning problem employees.

On 25 February, C/PB held biweekly with D/OTE.

Received a total of 10 Trimester Award recommendations which will be reviewed at the SPB on 2 March.

25X1

Continued the processing for [ ]

Panel Support:

-- Continued preparation for the GS-07/08 LIP and the GS-07/08 General Annual Panels.

-- Started preparation for the GS-13 Semi-Annual Panel.

Check-outs:

25X1

RecordsAdmin  
RecAdmin-Instr

AD/RS  
WOTD/OB

GS-11  
GS-10

02/26/88  
02/26/88

Rotate Out  
Rotate Out

Logistics

25X1

Drawings for showers submitted to Dominion Management for bids.

Hung whiteboards in 1st floor classrooms.

**CONFIDENTIAL**